

**27 APRIL 1999**



**Civil Engineering**

**DORMITORY RECOGNITION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO/PP WWW site at:  
<http://afpubs.hq.af.mil>.

---

OPR: 60 AMW/CCC (CMSgt Dan C. Johnson)

Certified by: 60 AMW/DS  
(Lt Col Keith F. Wolfsberger)

Pages: 3

Distribution: F

---

This instruction implements AFD 32-10, *Installation and Facilities*. It establishes procedures for a Dormitory Recognition Program for Travis AFB. Travis AFB First Sergeants and the Dormitory Management Superintendent will maintain responsibility for overall management of the program. This instruction applies to all dormitories on Travis Air Force Base.

## **1. RESPONSIBILITIES:**

1.1. Group Commanders will establish a Group dormitory and room of the quarter program. Each Group Commander will determine the make-up of the Group inspection team and all inspection processes. It is recommended the make-up of the Group inspection team and inspection processes closely resemble the 60 AMW inspection team make-up and processes in order to maintain continuity.

1.1.1. The Group inspection team will inspect only the dormitories assigned to their Group. Each inspection team will identify one dormitory and one room from their Group to compete for the Wing competition. The inspections will be conducted quarterly. The information will be forwarded to the Dormitory Management Superintendent no later than the first week of the first month after each quarter. The Dormitory Management Superintendent will forward the information to the Command Chief Master Sergeant and the 60 AMW inspection team.

1.2. 60 AMW inspection team will consist of one Group Commander (may be delegated to Deputy Group Commander), one Group Superintendent (may be delegated to another CMSgt) and one First Sergeant. 60 AMW Command Chief Master Sergeant will also accompany the inspection team whenever possible. 60 AMW team will inspect five rooms and dormitories identified by the Group inspection teams as their dormitory and room of the quarter. 60 AMW team will inspect two additional rooms per building at random. 60 AMW team will choose one first and one second place dormitory of the quarter for the Wing. Additionally, the 60 AMW team will choose one first and one second place room of the quarter for the Wing.

1.3. The Dormitory Management Superintendent will escort the 60 AMW inspection team throughout the dormitories. He/she will provide information, collect inspection sheets, tabulate and submit the results through 60 SPTG/CC and 60 AMW/CCC to 60AMW/CC. Dormitory Managers will remain readily available during all inspections.

1.4. The Dormitory Management Superintendent will act as point of contact for scheduling all Group Commanders and Group Superintendents for the 60 AMW inspection team. They will be rotated from each Group on Travis Air Force Base.

1.5. The Dormitory Management Superintendent will coordinate with the President of the First Sergeants Council on the scheduling of all First Sergeants for the 60 AMW inspection team. First Sergeants will continue to conduct routine dormitory inspections in order to maintain health, morale, discipline, and welfare.

1.6. The Command Chief Master Sergeant will coordinate the awards and presentation ceremony along with the Dormitory Management Superintendent.

## **2. PROCEDURES:**

2.1. The three main concepts of the inspection program are: maintaining a high standard of appearance/living conditions, developing a sense of occupant ownership/pride, and providing a platform for command level involvement with dormitory processes.

2.2. Our program objective is to create incentives for performance above standards, provide insight on dormitory living conditions to Travis leaders, and create a sense of ownership and camaraderie among dormitory occupants.

2.3. Travis AFB dormitories are divided into five Groups (Support Group, Logistics group, Operations Group, Air Mobility Operations Group, and Medical Group). If organizations assigned to more than one Group are housed within one dormitory, the Group and/or organization with the largest number of residents will be responsible for that dormitory.

2.4. Areas of inspection will include the exteriors, general cleanliness, orderliness, and common areas. All inspections will be conducted quarterly. The Group inspections will be completed during the first week of the first month after each quarter. The Wing inspections will be completed no later than the third week of the first month after each quarter.

2.4.1. Three occupant rooms from each nominated dormitory will be inspected during the Wing inspection. The inspectors will choose two rooms at large and the dormitory manager will present one room to the 60 AMW inspection team for the room of the quarter competition.

2.5. Annual awards inspections will be held with the best overall dormitories receiving a first and second place monetary award. Other prizes/certificates may be awarded.

2.5.1. Facility self-help initiatives will be considered during the annual awards inspection only. Buildings 1350, 1351, 1352, 1353, 1354, 1355, and 1356 are not allowed to make self-help improvements.

2.6. Monetary prizes for the Wing level facility winners will be divided into first and second place. Inspectors must decide which dormitories and rooms are first and second place winners. No ties are allowed. The monetary prizes will be given to the organizations to spend on morale or recreational wishes such as facility upgrades or recreational activities.

2.7. The overall winner of the 60 AMW room of the quarter competition will receive a three-day pass and certificate from the 60 AMW/CC. Group Commanders are encouraged to grant their Group room of the quarter winners a one-day pass. AAFES, 60th Services Squadron, and International Tickets and Tours may award additional prizes to the Wing room of the quarter winner. Prizes are not limited to these institutions.

2.8. First place facility winners and room occupant winners will be ineligible to compete for first place the following quarter but will be eligible for second place.

KEITH F. WOLFSBERGER, Lt Col, USAF  
Director of Wing Staff